DEFENCE RESEARCH ESTABLISHMENT SUFFIELD

RALSTON, ALBERTA

SUFFIELD SPECIAL PUBLICATION NO. 153

LOLA SEARCH MANUAL
A GUIDE TO SEARCHING THE DEFENCE RESEARCH ESTABLISHMENT SUFFIELD'S ON-LINE LIBRARY CATALOGUE

by

J.G. Currie

March 1992

92-16465

SUFFIELD SPECIAL PUBLICATION 153

LOLA SEARCH MANUAL

A GUIDE TO SEARCHING THE
DEFENCE RESEARCH ESTABLISHMENT SUFFIELD'S
ON-LINE LIBRARY CATALOGUE

J G CURRIE

ABSTRACT

LOLA (LOcating Library Articles) is the on-line catalogue for the Defence Research Establishment Suffield. This manual provides step by step examples of both the basic and expert search. Examples of all the screens and of the reports that can be generated are included.

RÉSUMÉ

LOLA (LOcating Library Articles) est le catalogue en ligne du Centre de recherches pour la défense de Suffield. Le présent manuel fournit des exemples de recherche simple et de recherche approfondie, étape par étape. On y trouve des exemples de tous les écrans et de tous les rapports qui peuvent être générés.

LIST OF FIGURES

INTRODUCTION

LOLA (LOcating Library Articles) is the on-line catalogue for the DRES (Defence Research Establishment Suffield) library system. It is adapted from the ELOQUENT LIBRARIAN PC-based integrated library system to meet specific DRES needs. It contains all Sci/Tech documents, books and journals held in the DRES collection. There are two methods of searching the database, the basic search and the expert search. This manual will provide a step by step example of both search methods.

SYSTEM COMMANDS

As with many other aspects of LOLA many of the search capabilities have been added with specific DRES applications in mind. This is particularly evident in the PRINT REPORTS field where all of ELOQUENT's 12 report categories have been customized to meet specific DRES needs.

LOLA is set up to be very similar to the style used in DIALOG. Numbered sets are combined with logic to achieve the search goals. The logic statements are very simple and are as follows.

A space ( ) is read as "and",

A slash (/) is read as "or",

Truncation is signified by the use of brackets [or]; therefore

xxx] means that all words beginning with xxx are to be found,

[xxx means that all words ending with xxx are to be found,

[xxx] means that all words containing xxx are to be found,

An equals sign (=) means that the exact phrase must be found.

Words may be entered in either capitals or small letters.

A quick command sheet is attached as Appendix A.

LOLA will also retrieve both the singular and plural of a search term if it is made plural solely by adding an "s" to the

end. **THE PLURAL MUST BE SEARCHED.** In this case searching "Toxins"
will retrieve either "Toxin" or "Toxins".

GETTING STARTED

Library staff will access the system by entering their
individual operator code and password. The system will respond
with the main menu and they will chose **D** for a basic search or **DD**
for an expert search. All other users will access the system by
entering **RES** when the system prompts **Please enter your operator
code :**. This screen is shown as Figure 1.

T h e   E l o q u e n t   L i b r a r i a n

Copyright (C) 1991 by :
ELOQUENT SYSTEMS INC.
#107-140 West 15th Street,
North Vancouver, BC, Canada, V7M 1R6
Tel. (604) 980-8358

System type: Full
Version: 3.0
Release date: 11 FEB 1991

All rights reserved.
This system, serial number 52400, is authorized for use by :
D.R.E.S.
on a single licensed machine running Revelation serial number 52400

Database : "LIBRARY"

Please enter your operator code : res

FIGURE 1
ELOQUENT INTRODUCTORY SCREEN

The next screen will be the search or research menu. This is
shown in Figure 2.

```
IMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM;
:LIBRARY                    D.R.E.S. (52400)               RESEARCHER:
:                                                                    :
:                         D.  RESEARCH MENU                          :
:                                                                    :
:              (A)  Basic Search: Only Keyword                       :
:              (B)  Basic Search: Keyword,Title,Subject & Author     :
:              (C)  Basic Search: 3 Keywords,Title,3 Subjects & Author:
:              (D)  Expert Search                                    :
:                                                                    :
:        TYPE THE LETTER OF YOUR SELECTION :                         :
:                                                                    :
:                                                                    :
:                                                                    :
:                                                                    :
:                                                                    :
:                                                                    :
:                                                                    :
:                                                                    :
:                                                                    :
:                                                                    :
: FOR HELP ON THIS MENU, PRESS THE F1 FUNCTION KEY.                  :
: FOR HELP ON ANY ITEM, TYPE "?" FOLLOWED BY THE ITEM LETTER AND "<ENTER>".  :
HMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM<
```

FIGURE 2
SEARCH MENU

Note that there is an explanatory box at the bottom of the page.
For help press **F1**. For a further explanation on any of the options
type **?A** (or B,C,D) **<enter>**.

BASIC SEARCHING

    The basic search is a simple word search. The menu in Figure
2 shows the three options the user has. It must be noted that even
the most sophisticated screens will allow a search in only one
field. This screen is shown in Figure 3 where the term "library"
has been entered as a keyword. Two other keywords could be entered
but no other fields can be used.

```
LIBRARY                         D.R.E.S. (DC)                      RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Search on words to be found in any part of the record.
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM

1 - KEYWORD : library
2 - KEYWORD :
3 - KEYWORD :

4 -   TITLE :

5 - SUBJECT :
6 - SUBJECT :
7 - SUBJECT :

8 - AUTHOR :


MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Enter words beside the appropriate label.
Press <ENTER> to skip to the next field.
F1 for more HELP.  END to stop.
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
```

FIGURE 3
SEARCH SCREEN WITH SEARCH TERM ENTERED

Boolean logic can be used with this screen. Entering two or three keywords would be automatically read as an "and" statement. If the plural of library was to also be searched it would require entry in the form of **"Library/Libraries"**, Library or libraries.

Figure 4 shows the screen after the search has been completed. In this case 96 items, or hits, were found.

LOLA will then prompt you to either view the retrieved results or to press O <enter> to use another option. The options are shown in Figure 5 and are chosen by highlighting the item with the <Arrow Key> and pressing <enter>.

```
LIBRARY                      D.R.E.S. (DC)                    RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Items found
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM

1 - KEYWORD : LIBRARY
2 - KEYWORD :
3 - KEYWORD :

4 -   TITLE :

5 - SUBJECT :
6 - SUBJECT :
7 - SUBJECT :

8 -   AUTHOR :

(96) items found. Press <ENTER> to display or "O" for options :
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Press <ENTER> to see them.
To change a parameter, enter its number.
F1 for more HELP.  END to stop.  TOP to start over.
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
```

FIGURE 4
ITEMS FOUND

```
LIBRARY                      D.R.E.S. (DC)                    RESEARCHER
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Output Options    -    Selection
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

1) DISPLAY      Display your search results on the screen
2) PRINT        Print a report of your search results
3) SORT         Sort your search results into sequence
4) RESTART      Start over and do another search
5) END          End search session


      (96)
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Highlight the option of your choice, then press <ENTER>.
To save a search, press Ctrl F6.  To save results, press Ctrl F8.

XXXXXXXXXXXXXXXXXXXXXXXX-XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ENTER YOUR RESPONSE :
```

FIGURE 5
OUTPUT OPTIONS

At this point the user has the following options:
> view the results;
> have them printed in one of 7 formats;
> sort them in 1 of 4 formats;
> start a new search;
> or to end the session altogether.

The message at the bottom of Figure 5 tells the user that the search strategy can be saved by pressing <CTRL F6> and that the results can be saved by pressing <CTRL F8>. The display screen of the search results is shown in Figure 6. To see the full record you move the <Arrow Key> to the title you wish to see and press <enter>. The full record will be displayed.

```
LIBRARY                        D.R.E.S. (DC)                        RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Browse Screen      -    Selection
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
    40)                      Canadian Library Yearbook
    41) DRES-CR-22-9         Package Evaluation Report for Locating Library Articles LOL
    42) DRES-SP-141          Locating Library Articles LOLA Cataloguing Manual
    43) DRES-TN-471          Inflation and the Reference Library
    44)                      The Aldrich Library of FT-IR Spectra, Volume 3:  Vapor Phas
    45) DRES-R-359           (U) METHODS OF LIBRARY SURVIVAL: THE JOURNAL RESOURCE SHARI
    46)                      Electron Capture
    47) DGIS-TRS Lib         Biological Weapons
    48) DRES-SP-143          Automating a Government Research Library:  The First Year<s
    49) DRES-RN-30           The Second Annual Report of the DRES Library Advisary Commi
    50) DRES-PM-XX           The DRES Document Library  An Experiment in Information Sto
    51) DRES-PM-XX           The DRES Periodical Library  An Automated Processing System
    52) DRES-RN-237          Methods Of Library Survival:  The Journal Resource Sharing
                                                                              P. 4/8
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Highlight the item you want to see, then press <ENTER>. Press Ctrl-D to delete
the highlighted item from the list.  Press F7 to exit.
To save results, press Ctrl F8.
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :
```

FIGURE 6
DISPLAY RESULTS

EXPERT SEARCH

The expert search is more flexible and sophisticated than the basic search. A large number of terms and concepts may be combined in a search strategy. Eight different access points or search categories may be used. In this section each search category will be described and a search will be shown from the start to the printing of a record.

To get to the expert search the user selects **(D) Expert Search**

on the Research Menu shown in Figure 2. The screen will then
display the search category options that are listed in Figure 7.

```
LIBRARY                        D.R.E.S. (DD)                        RESEARCHER
MMMMMMMMMMMMMMMMG.MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Search Category Options    -    Selection
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM


    1) Word(s) in Title
    2) Word(s) in a Heading (subject, author, etc.)
    3) Codes (Type, LA, FO, SC, SS)
    4) Word(s) Found in Contents Note or Summary
    5) Numbers (Report #, ISBN, etc.)
    6) Saved Results as a Parameter
    7) Saved Search as a Parameter
    8) General Word



MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Highlight the option description of your choice, then press <ENTER>.
Press F1 for HELP, F2 for special functions menu, Ctrl F1 for diagram.
Press F10 to create logic statements.
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :
```

FIGURE 7
SEARCH CATEGORY OPTIONS

To select an option you either highlight it with the **<Arrow Key>**
and press **<enter>** or you type the line number at the prompt. The
options are described below.

Word(s) in Title

The search terms must appear in either the title proper or the
series title. A space between two words is read as "and". The
entry **library directory** would be read as "library" and "directory"
and would find the Canadian Library Directory and the American
Library Directory. Word order will not influence the search. A
search entered as **directory canadian library** will still locate the
Canadian Library Directory. Capitalization is not necessary.

Word(s) in a Heading

These search terms are the personal author, subjects,
publisher or corporate authors. These headings are authorities.
An authority is the method of entering an item into the database a
standard way or linking the variant names together. An example of

this would be if you were looking for the author **John Gilbert Clement**. The system automatically retrieves all the **John Gilbert, John G** and **J G Clement** entries. If you were searching for **DRES** the system will give you all search results under all the various names DRES has been listed under. This will be illustrated later in the sample search.

This option has a unique feature. You can search on a single heading by highlighting the line number using the **<Arrow Key>** or all the headings by entering the **F3** key at the prompt. This screen is shown in Figure 8.

```
LIBRARY                        D.R.E.S. (DD)                      RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Types of Headings    -    Selection
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM


1     Personal Author
2     Subjects
3     Publisher/Corporate Author




MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Highlight the option of your choice, then press <ENTER>. Press F3 to
accept any relationship, or F7 to quit.

MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :
```

FIGURE 8
TYPES OF HEADING - SELECTION

Codes

Codes is a field unique to LOLA. The searchable codes are shown in Figure 9. This option is particularly beneficial if you want to limit your search to documents (&01) that are UNCLASSIFIED (&04).

LIBRARY   D.R.E.S. (DD)   RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Restrictor Types   -   Selection
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM

&01   Type (J-Journals, B-Books, D-Documents)
&02   Language
&03   Format
&04   Security Classification
&05   Limitations

MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
To expand the option of your choice, highlight the description, and press
<ENTER>. Press F7 to exit.

MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :

FIGURE 9
RESTRICTOR TYPES

Contents Note or Summary

This option will search the description field. This field
presently includes the abstracts of records downloaded from the
DSIS tapes. When optical scanning technology becomes available it
will include the abstracts for all documents, the table of contents
for books and location and holdings records for journals.

Numbers

The options for numbers are shown in Figure 10.

LIBRARY   D.R.E.S. (DD)   RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Numbers   - Selection
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM

```
01    Report Number
02    Publication Year
03    Edition
04    LC Catalogue Number
05    ISBN, ISSN
06    DRES Accession Number
07    LC Classification Number
08    DSIS Accesion Number
09    DRES Contract Number
```

MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Highlight the type of number to be searched, and press <ENTER>.
Press F7 to exit.

MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :

FIGURE 10
NUMBERS

Unfortunately this field is not indexed as the others are.
This means that any search in the numbers option will scan every
record in the database.   It also means that numbers are not
searched under the **General Word** option unless they are also entered
in another field. If you chose the **Report Number** option and then
searched for   **DRES-PM-]<enter>** it should retrieve all the
presentations at meetings that are in the database.   The screen
will immediately respond with the message

     1)   (???) RN............DRES-PM-]

After the logic is created the system will respond with the
screen shown in Figure 11.

LIBRARY   D.R.E.S. (DD)   RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Ready to scan database...
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM

1)   (???) RN...............DRES-PM-]

      (???) 1
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
WARNING! This search will involve a scan of the entire database. Depending on
the number of titles in your database, this could take a LONG time. Press
<ENTER> to begin, F5 to redo logic, or F9 to enter more parameters.
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :

FIGURE 11
NUMBER SCAN

The system is not joking when it warns **"this could take a LONG
time"**. The system scanned for over 15 minutes before the search in
Figure 11 was aborted. Researchers are advised not to do number
searches unless they absolutely have to.   There is frequently
sufficient information with parts of titles, subjects and authors
to locate a desired item.

General Word

       This should be the default for all searches requiring more
than 1 specific item or name. The field will search for a word in
all the indexed fields: title, authority, abstract.   It is
advisable to search using a strategy that combines both a general
word and a word in heading search to narrow search results. This
field is not the most appropriate for searching authors or
corporate authors. If you searched for the author **Smith J** as a
general word you will get 25 hits. This includes 2 different J
Smiths, 13 other Smiths, one Hollingdale-Smith, one Smith-Olliver,
one report where a Smith was cited in the abstract and three
reports on Smith Wesson revolvers. In this case the system did not
look for a concept, say Smith = author but only for the letters
S,M,I,T,and H.

Saved Results

The results of a search can be saved for future use. After you have performed the search but before you decide on an output press **<CTRL>F8** and the list will be saved. You will be asked to name the list. You can retrieve the list later from the screen by highlighting the file name with the **<Arrow Key>** and pressing **<enter>**. This can only be done if you remember the name of the list.

Saved Search

The same can be done with your search logic except that in this case you press **<CTRL>F6**.

Performing the Search.

No search can be performed until the F10 key is pushed. This instructs the system that all the search terms have been entered and that it must display a logic screen.

If there are no more terms to search then press the F10 key as the system prompts to create logic statements.

If you wished to search for the papers writen by J G Currie on procedures and published by DRES in 1990 the screen would first display the sets shown in Figure 12. The sets would then be combined in the form:

1 and 2 and 3 and 4

and the search would produce 3 hits. For long strings using a single logic command the search can be described symbolicly using **a-** in place of **and 2 and 3 and 4.** The logic would be encased in parethesis and writen **(1a-4).**

If you wished to search a string of **or** relationships, say authors, the screen will display something similar to Figure 13. Notice that the logic has already been entered in the form of **(1o-4).** The results are shown in Figure 14.

LIBRARY   D.R.E.S. (DD)   RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Enter Logic   -   Entry
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM

```
1)    (45) AU - Author......Currie J G
2)    (18) SU - Subject.....Procedures
3)    (???) PU/CA...........DRES
4)    (???) PY (Date-Yr).....1990
```

MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Type a sentence which combines the above parameter numbers using AND, OR,
and NOT. For example: 1 AND (2 OR NOT 3)   1 AND (2 OR 3) AND 4
(Press F1 for more help)   1 AND NOT 2   1 AND NOT[2 OR 3]
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :

FIGURE 12
AND SEARCH

LIBRARY   D.R.E.S. (DD)   RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Enter Logic   -   Entry
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM

```
1)    (72) AU - Author......Clement J G
2)    (62) AU - Author......Lundy P M
3)    (33) AU - Author......Hamilton M G
4)    (41) AU - Author......Sawyer T W
```

MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Type a sentence which combines the above parameter numbers using AND, OR,
and NOT. For example: 1 AND (2 OR NOT 3)   1 AND (2 OR 3) AND 4
(Press F1 for more help)   1 AND NOT 2   1 AND NOT[2 OR 3]
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE : (1o-4)

FIGURE 13
OR SEARCH

```
LIBRARY                      D.R.E.S. (DD)                    RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Enter Logic     -     Entry
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM



1)    (72) AU - Author......Clement J G
2)    (62) AU - Author......Lundy P M
3)    (33) AU - Author......Hamilton M G
4)    (41) AU - Author......Sawyer T W




     (186)
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Search resulted in 186 hits.



PRESS <ENTER> TO CONTINUE :
```

FIGURE 14
OR SEARCH RESULTS

The Expert Search - Author.

The following section works through an expert search concerning a DRES author, Tracy Weiss.

After entering the expert search mode you select **Words in a Heading <enter>**. The system will respond with the screen shown in Figure 15.

```
LIBRARY                        D.R.E.S. (DD)                      RESEARCHER        .
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Types of Headings    -    Selection
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX


    1    Personal Author
    2    Subjects
    3    Publisher/Corporate Author



                                                                     .

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Highlight the option of your choice, then press <ENTER>. Press F3 to
accept any relationship, or F7 to quit.

XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
ENTER YOUR RESPONSE :
```

FIGURE 15
TYPES OF HEADING

The screen prompts you to select a heading or to press **F3** for all headings. In this case **1 Personal Author** is highlighted with the **<Arrow Key> <enter>**. The system responds with the screen shown in ;igure 16. At the bottom prompt **ENTER YOUR RESONSE** type in the name of th° person to be searched. The order of entry is surname then init al. Capitalization is of no concern so in this case **weiss t** has been entered.

```
LIBRARY                        D.R.E.S. (DD)                      RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Word(s) Found in a Heading    -    Entry  and Display
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Personal Author




MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Type in each word, separated by a space, and press <ENTER>
To select a different heading type, press F5.
To exit this option, press F7.
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE : weiss t
```

FIGURE 16
AUTHOR SELECTION

Figure 17 shows the preliminary search results. There are 5 different entries for Weiss but none for T Weiss. In this case you have to assume that M T Weiss is the same person as T Weiss. You will also note that the system tells you that the 14 records for M T Weiss are also linked to 4 records for M T Birmingham. To chose

UNCLASSIFIED

these records for further action you more the <**Arrow Key**> to Weiss M T and press <**INSERT**> and <**Arrow Key**>. You repeat this for Birmingham M T. This will provide you with the screen shown in Figure 18.

```
LIBRARY                    D.R.E.S. (DD)                  RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Word(s) in a Heading    -  Selection and Display
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Personal Author


        1)    (7) AU            Weiss D
        2)    (2) AU            Weiss D H
        3)    (3) AU            Weiss D S
        4)    (1) AU            Weiss E
        5)   (14) AU            Weiss M T
        6)    (4) AU                See Also - Birmingham M T



MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Highlight the heading of your choice, then press <ENTER>. To search
using different words, enter them and press <ENTER>. Press F7 to exit or
F5 for a different heading type.  Cntl-S for details on highlighed authority.
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :
```

FIGURE 17
SELECTION PT 1

```
LIBRARY                      D.R.E.S.  (DD)                    RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Enter Logic      -      Entry
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
```

```
1)     (14) AU - Author......Weiss M T
2)      (4) AU - Author......Birmingham M T
```

```
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Type a sentence which combines the above parameter numbers using AND, OR,
and NOT. For example:      1 AND (2 OR NOT 3)        1 AND (2 OR 3) AND 4
(Press F1 for more help)    1 AND NOT 2               1 AND NOT[2 OR 3]
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :
```

FIGURE 18
SELECTION PT 2

At the prompt press <enter> as instructed. You are returned to
the Category Option screen shown in Figure 7. As there are no more
terms to search press **F10** to get to the logic screen. This screen
in shown in Figure 19. The instructions suggest ways to write your
logic. If you use "and combined with "or" statements the or
statements should be in parenthesis. In this case you want all the
hits from either set 1 or set 2 so your logic statement is 1 or 2.

```
LIBRARY                        D.R.E.S. (DD)                    RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Enter Logic        -     Entry
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM



1)    (14) AU - Author......Weiss M T
2)     (4) AU - Author......Birmingham M T




MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Type a sentence which combines the above parameter numbers using AND, OR,
and NOT. For example:      1 AND (2 OR NOT 3)         1 AND (2 OR 3) AND 4
(Press F1 for more help)   1 AND NOT 2                1 AND NOT[2 OR 3]
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE : 1 or 2
```

FIGURE 19
ENTER LOGIC

An Output Option screen similar to that in Figure 5 will tell you that you have 18 hits and asks what you want done with them. If you wish a printout of the search there are 7 choices. The Print Report screen is shown in Figure 20.

```
 LIBRARY                        D.R.E.S.  (DD)              RESEARCHER

 Print Report       -    Selection                                  .


    1)  BIBLIOGRAPHY   Author, title, imprint, codes, key.          74
    2)  SEARCH         Call number, title, author, imprint, summary 77
    3)  BRIEF          Author, title, comments, codes, key          68
    4)  CATALOG        One column report with full information       65
    5)  ACC-LIST       Bibliographic Citation and Key               80
    6)  ALL            One column report with all information.       79
    7)  FULL           One columns with full bibliographic information 65



 Highlight the report of your choice, then press <ENTER>. Press F7 to exit.
 Press F5 to return to the previous screen.


 ENTER YOUR RESPONSE :
```

FIGURE 20
PRINT REPORT

The most useful reports will be ALL, BIBLIOGRAPHY, BRIEF, CATALOG,
and SEARCH. These are shown in Figures 21 through 25.

                                    all
PAGE 1   10:33AM   23 JAN 92

```
The Anticholinesterase Activity of Organophosphate Nerve Agents in
                Primary Cultures of Chick Embryo Forebrain Neurons
                (U)
AU - Author......Sawyer T W
AU - Author......Weiss M T
AU - Author......Unger R J
SU - Subject.....AChE
SU - Subject.....Organophosphate
SU - Subject.....Nerve agents
SU - Subject.....Alternative to Animal Experimentation
PU/CA...........DRES
RN..............DRES-M-1309
PY (Date-Yr).....1991
GL..............Ralston, Alta
AN..............91-0525
Entity Key.......10256
```

FIGURE 21
REPORT - ALL

<u>**UNCLASSIFIED**</u>

23 JAN 92   bib

Sawyer T W. Weiss M T . Unger R J .The Anticholinesterase
Activity of Organophosphate Nerve Agents in Primary Cultures of
Chick Embryo Forebrain Neurons (U).   : , 1991. Ralston, Alta
UNCLASSIFIED
DRES-M-1309. . 91-0525.
10256

FIGURE 22
REPORT - BIBLIOGRAPHY

                              Page 1

DRES-M-1309
Title...........The Anticholinesterase Activity of
               Organophosphate Nerve Agents in Primary
               Cultures of Chick Embryo Forebrain
               Neurons (U)
AU - Author......Sawyer T W
AU - Author......Weiss M T
AU - Author......Unger R J
PY (Date-Yr).....1991
AN...............91-0525
Entity Key.......10256

FIGURE 23
REPORT - BRIEF

cat
Page 1
```
---------------------------------------------------------
DRES-M-1309
Title...........The Anticholinesterase Activity of
                Organophosphate Nerve Agents in
                Primary Cultures of Chick Embryo
                Forebrain Neurons (U)
AU - Author......Sawyer T W
AU - Author......Weiss M T
AU - Author......Unger R J
PU/CA...........DRES
GL..............Ralston, Alta
PY (Date-Yr).....1991
SU - Subject.....AChE
SU - Subject.....Organophosphate
SU - Subject.....Nerve agents
SU - Subject.....Alternative to Animal Experimentation
Type............Documents
LA..............English
FO..............Paper
SC..............UNCLASSIFIED
SS..............Unlimited
Entity Key.......10256
AN..............91-0525
---------------------------------------------------------
```

FIGURE 24
REPORT - CATALOG

Search Report
23 JAN 92 10:28AM   search   Page 1
```
----------------------------------------------------------------
The Anticholinesterase Activity of Organophosphate Nerve Agents in
Primary Cultures of Chick Embryo Forebrain Neurons (U)
Sawyer T W
DRES-M-1309
1991
91-0525
Weiss M T      .    Unger R J    .
UNCLASSIFIED
10256
----------------------------------------------------------------
```

FIGURE 25
REPORT - SEARCH

It should be noted here that in both bibliography and search only the first author is listed.

RANGE SEARCHES

Range searches are the most sophisticated. An example would be a search of all DRES Contract Reports on HI-6 that are UNCLASSIFIED with an Unlimited Distribution, written in French and added to the DRES collection in 1990.

The steps would be:

Enter General Word and search HI-6, this is set 1,

Enter Codes, highlight LA and select FRENCH, this is set 2,

Re-enter Codes, highlight SC and select UNCLASSIFIED, this is set 3,

Re-enter Codes, highlight SS and select Unlimited, this is set 4,

Enter Numbers, highlight Report Number and enter the range, in this case a truncated term DRES-CR]. This is set 5,

Press F10 and enter your logic of 1 and 2 and 3 and 4 and 5.

The system will tell you that there are 0 hits and ask you to redo your logic. You would merely retype a new logic statement. In this case you might delete the French language requirement and type in 1 and 3 and 4 and 5. This will give you 18 hits.

Any time you are at the Output Option screen the system will tell you that you can amend your search strategy by pressing **F9** to redo your logic or you can add more search parameters by pressing **F9** twice. This screen is shown in Figure 26.

```
LIBRARY                          D.R.E.S. (DD)                          RESEARCHER
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Output Options    -    Selection
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM


    1) DISPLAY       Display your search results on the screen
    2) PRINT         Print a report of your search results
    3) SORT          Sort your search results into sequence
    4) RESTART       Start over and do another search
    5) END           End search session



      (18)
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
Highlight the option of your choice, then press <ENTER>.
Press F9 to redo the logic, or F9 twice to enter more parameters.
To save a search, press Ctrl F6.  To save results, press Ctrl F8.
MMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMMM
ENTER YOUR RESPONSE :
```

FIGURE 26
ADDING MORE SEARCH TERMS

Conclusion

This manual illustrates search techniques for the LOLA system.
As new releases of ELOQUENT are made available the system may
change slightly. If You have any questions or any problems when
searching be sure to ask the library staff for help. LOLA has been
designed to help you retrieve information in the most efficient and
effective manner.

<u>**APPENDIX A**</u>

<u>Quick Command Sheet</u>

<u>**GENERAL COMMENT**</u>
The screen will always prompt you.

<u>**Basic or Expert**</u>
End <ENTER> or <CTRL>E exits search.
Top <ENTER> or <CTRL>T restarts the particular search.
Electrical Engineering is read as Electrical and Engineering.
Electrical/Engineering is read as Electrical or Engineering.
=Electrical Engineering is read as the exact phrase.
Electro] searches for all words beginning with electro.
[scope searches for all words ending with scope.
[Poly] searches for all words that contain the letters p o l y.
Truncated searches are slower than full word searches.
The plural will also search the singular, humans will also retrieve human.
Capitalization is unnecessary. dres will also retrieve DRES.

<u>**Browse Screen**</u>
<INS><ARROW> highlights or flags an item.
<DEL> removes the flag from an item.
<CTRL>D deletes an item from the browse list.
<CTRL>O prints browse screen.
<CTRL>P prints browse data of flagged item.
<CTRL>I prints detail of flagged item

<u>**EXPERT SEARCH - LOGIC**</u>
<F10>to create logic or begin search.
a- =and : (1a-4) = 1 and 2 and 3 and 4.
o- =or : (1o-4) = 1 or 2 or 3 or 4.
<F9> to rewrite logic statement.
<F9>+<F9> to enter more search terms.
<CTRL> F6 to save search strategy.
<CTRL> F8 to save search results.

DOCUMENT CONTROL DATA

(Security classification of title, body of abstract and indexing annotation must be entered when the overall document is classified)

1. ORIGINATOR (the name and address of the organization preparing the document. Organizations for whom the document was prepared, e.g. Establishment sponsoring a contractor's report, or tasking agency, are entered in section 8.) DRE Suffield	2. SECURITY CLASSIFICATION (overall security classification of the document. including special warning terms if applicable) Unclassified

3. TITLE (the complete document title as indicated on the title page. Its classification should be indicated by the appropriate abbreviation (S,C,R or U) in parentheses after the title.)

LOLA Search Manual : A Guide to Searching the Defence Research Establishment Suffield's On-Line Library Catalogue

4. AUTHORS (Last name, first name, middle initial. If military, show rank, e.g. Doe, Maj. John E.)

J.G. Currie

5. DATE OF PUBLICATION (month and year of publication of document) March 1992	6a. NO. OF PAGES (total containing information. Include Annexes, Appendices, etc.) 26	6b. NO. OF REFS (total cited in document)

6. DESCRIPTIVE NOTES (the category of the document, e.g. technical report, technical note or memorandum. If appropriate, enter the type of report, e.g. interim, progress, summary, annual or final. Give the inclusive dates when a specific reporting period is covered.)

Special Publication

8. SPONSORING ACTIVITY (the name of the department project office or laboratory sponsoring the research and development. Include the address.)

9a. PROJECT OR GRANT NO. (if appropriate, the applicable research and development project or grant number under which the document was written. Please specify whether project or grant)	9b. CONTRACT NO. (if appropriate, the applicable number under which the document was written)

10a. ORIGINATOR'S DOCUMENT NUMBER (the official document number by which the document is identified by the originating activity. This number must be unique to this document.) SSP 153	10b. OTHER DOCUMENT NOS. (Any other numbers which may be assigned this document either by the originator or by the sponsor)

11 DOCUMENT AVAILABILITY (any limitations on further dissemination of the document, other than those imposed by security classification)

(✓) Unlimited distribution
( ) Distribution limited to defence departments and defence contractors; further distribution only as approved
( ) Distribution limited to defence departments and Canadian defence contractors; further distribution only as approved
( ) Distribution limited to government departments and agencies; further distribution only as approved
( ) Distribution limited to defence departments; further distribution only as approved
( ) Other (please specify):

12. DOCUMENT ANNOUNCEMENT (any limitation to the bibliographic announcement of this document. This will normally correspond to the Document Availability (11). However, where further distribution (beyond the audience specified in 11) is possible, a wider announcement audience may be selected.)

13. ABSTRACT (a brief and factual summary of the document. It may also appear elsewhere in the body of the document itself. It is highly desirable that the abstract of classified documents be unclassified. Each paragraph of the abstract shall begin with an indication of the security classification of the information in the paragraph (unless the document itself is unclassified) represented as (S), (C), (R), or (U). It is not necessary to include here abstracts in both offical languages unless the text is bilingual).

LOLA (<u>LO</u>cating <u>L</u>ibrary <u>A</u>rticles) is the on-line catalogue for the Defence Research Establishment Suffield. This manual provides step by step examples of both the basic and expert search. Examples of all the screens and of the reports that can be generated are included.

14. KEYWORDS, DESCRIPTORS or IDENTIFIERS (technically meaningful terms or short phrases that characterize a document and could be helpful in cataloguing the document. They should be selected so that no security classification is required. Identifiers, such as equipment model designation, trade name, military project code name, geographic location may also be included. If possible keywords should be selected from a published thesaurus. e.g. Thesaurus of Engineering and Scientific Terms (TEST) and that thesaurus-identified. If it is not possible to select indexing terms which are Unclassified, the classification of each should be indicated as with the title.)

Library
Defence Research Establishment Suffield
LOLA
Catalogue
On-Line
Information Retrieval